

*Source References*

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*Ch. III - Section A*

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Source Reference  
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**ADMINISTRATIVE OFFICER**  
Responsible for internal office arrangements and supply, personnel matters, administration, administrative procedures, internal security measures, message center and maintenance of office records.

**EXECUTIVE FOR INSPECTION AND SECURITY**

1. Provides for special inspections and investigations as directed by the Director.
2. Provides for examination and audit of all CIA fiscal transactions, including proper fund transportation and reports findings and recommendations to the Executive Director.
3. a. Formulates and supervises the implementation of security policies pertaining to the safeguarding of classified information, the security of operations, personnel, equipment and installations of CIA.  
b. Formulates and supervises the implementation of security policies relative to the eligibility of other agencies to receive CIA classified information, and determines the adequacy of security controls in such agencies.  
c. Undertakes such planning for security projects as may be directed by the Director.
4. a. Is responsible for the security of all CIA installations, with certain exceptions which are stated separately, including inspection of offices for security enforcement.  
b. Is responsible for the investigation and security clearance of all personnel employed by or assigned to CIA, with certain exceptions which are stated separately.  
c. Is responsible for all contacts with the FBI and other agencies on all personnel and physical security matters pertaining to CIA.  
d. Will receive reports of all violations of security policies and regulations on the part of CIA personnel and initiate appropriate action in each case.  
e. Will maintain a central record of all security reports on individuals investigated in connection with possible employment or other utilization by CIA, with certain exceptions which are stated separately, and will insure the restriction of access to such records to only those individuals specifically authorized by the Director to have such access.

TO EXECUTIVE DIRECTOR

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**ADVISORY COUNCIL**

1. Maintains liaison with boards, committees, agencies, and other bodies (not under CIA jurisdiction) for the purpose of:
  - a. Advising the Director of activities requiring his cognizance or attendance.
  - b. Obtaining papers and documents of interest to CIA activities, and receiving briefs and recommendations to the Director in connection therewith.
  - c. Maintaining an office of record for distribution and file of such papers and documents.
2. Coordinates with appropriate CIA activities in connection with above responsibilities to insure adequate and timely assistance and action when indicated.
3. Establishes procedures for and renders necessary assistance to accredited representatives of foreign governments in their relation with CIA.

**SECURITY BRANCH**

1. Develops and enforces security regulations governing CIA personnel, property, installations and intelligence materials.
2. Is responsible for the investigation and security clearance of all personnel for assignment to and on duty with CIA.
3. Conducts special security investigations of CIA offices and buildings; carries out the security indoctrination program; maintains the pass and visitor control and the guard force.
4. Maintains direct liaison with the FBI on personnel security matters.

**INSPECTION AND AUDIT BRANCH**

1. Conducts audits of the manner in which special funds are used and accounted for and makes reports of financial transactions involving special funds and regular funds.
2. Makes inspections to determine the manner in which intelligence activities are being performed at certain installations.
3. As directed by the Director, conducts inspections of operations to ascertain the adequacy and effectiveness of service and support.
4. Makes special reports to the Director as requested.

**SECURITY CONTROL DIV.**

1. Develops in cooperation with other security agencies of the government, uniform security control regulations on matters of concern.
2. Prepares overall security and discipline policies for the intelligence community.
3. Develops coordinated security programs for regulation of intelligence security practices.
4. Plans specific security programs as may be directed by the Director.

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